

CEA



CAREER EXECUTIVE ASSIGNMENT

The State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/CALNET 498-7857.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: TRANSPORTATION
POSITION TITLE: DEPUTY DISTRICT DIRECTOR – ENVIRONMENTAL ANALYSIS
LEVEL: CEA A
(Salary Range: \$6,453 - \$9,277)
LOCATION: DISTRICT 12, IRVINE
BULLETIN RELEASE DATE: FEBRUARY 19, 2016
FINAL FILING DATE: MARCH 11, 2016
CEA NUMBER: 16CEA02

DUTIES/RESPONSIBILITIES

Under the general direction of the California Department of Transportation (Caltrans) District 12 Director, the Deputy District Director – Environmental Analysis will plan, provide policy direction for, and manage the work of the District 12 Environmental Analysis program. The incumbent is the District 12 representative for all environmental matters with Headquarters Program Managers and external agencies.

Responsibilities include:

- Develops and implements policies required to direct the District 12 Environmental Analysis Program, which includes environmental document delivery for Capital Outlay Support; develops the budget, staffing, and allocation of resources; and oversees management of the consultant contracts. Makes policy decisions that impact Orange County.
- Establishes the strategic direction of the District 12 Environmental Analysis Program. Provides policy direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the Program's strategic

plan. Participates in policy development to guide transportation plans, programs, and projects.

- Plans, organizes, directs and evaluates the business activities of the District Environmental Analysis functions. Develops and implements key policy and organizational changes, guidelines, and procedures to ensure accountability and responsibility for project development and delivery. Ensures the District is in compliance with all federal, State and local environmental laws and regulations. Participates as a member of the District Executive Staff and is instrumental in developing, formulating and establishing District policies.
- Represents District 12 and Caltrans at Resource Agency meetings involving highly sensitive or controversial environmental issues. Represents District 12 and Caltrans at public conferences and meetings with federal, State, county and city officials; regional and local planning agencies and authorities; special interest and advocate groups; elected officials; impacted individuals; and industry representatives on issues relating to environmental aspects of delivering transportation projects and services.
- Directs the work activities of subordinate managers to identify needed products and resources, and develop program goals and implementation plans. Advises the District Director on the full range of policy issues related to the Environmental programs.

MINIMUM QUALIFICATIONS

Applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

KNOWLEDGE AND ABILITIES

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; Caltrans and California State Transportation Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to Caltrans and California State Transportation Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administration or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

EXAMINATION INFORMATION

The examination will consist of a review of each candidate's application and Statement of Qualifications. The desirable qualifications listed on the bulletin will be used as evaluation criteria to score applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the desirable qualifications.

A passing score of 70% or higher must be obtained to establish eligibility. Hiring interviews will be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA A, Deputy District Director – Environmental Analysis** with Caltrans. Applications will be retained for twelve months.

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications is a discussion of how an applicant's education, training, experience, and skills meet the desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.

Please submit a Statement of Qualifications in response to the following criteria:

1. A broad and comprehensive knowledge of Caltrans' programs and experience that demonstrates the ability to manage a large and complex statewide program.
2. Knowledge and experience in departmental strategic planning and demonstrated understanding of organizational and transportation system performance measures.
3. Familiarity with federal and State regulations that apply to and impact the work of Caltrans and with Caltrans' mission, goals, programs, and policies.
4. Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, and represent Caltrans in a consulting and coordinating capacity with other departmental functional areas statewide.
5. Demonstrated ability to develop and implement organizational improvements or innovations.
6. Demonstrated ability to effectively apply logic and creativity in decision-making processes and successfully apply motivational and negotiating skills.
7. Excellent oral and written communication skills.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678) with dates of experience.

- The Statement of Qualifications is a discussion of how the applicant's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The State application and Statement of Qualifications are to be submitted to:

California Department of Transportation
Division of Human Resources
Attn: Leslie Mazzeo (16CEA02)
1727 – 30th Street- MS #90
Sacramento, CA 95816-8037

Or via electronic submission:

[CalHR Job Posting - Deputy District Director - Environmental Analysis \(District 12 - Irvine\)](#)

Application and Statement of Qualifications must be received by 5:00 p.m. on March 11, 2016. Interagency mail received after this date will not be accepted. Questions regarding this examination should be directed to: Leslie Mazzeo at (916) 227-4176.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.